



Tennessee Public Charter School Commission

Charter School Pre-Opening Checklist

KIPP Antioch College Prep High School



Introduction

After a charter school application is approved and authorized, there are a significant number of steps to be taken before a school is ready to open its doors to students, families, teachers, and the community. This will serve as a guiding document for charter schools that have been authorized by the Tennessee Public Charter School Commission (Charter Commission). Operators are expected to fulfill all of the requirements outlined in the following table to ensure that the charter school opens with the tools in place to succeed as a high-quality school.

The Charter Commission staff will work with the charter school to complete the pre-opening checklist, but it is the ultimate responsibility of the charter school to ensure it has completed all steps to be ready to open. We understand that opening a school takes a significant amount of time and energy, and the failure to complete one item does not mean that the school will not open. However, items that are in **bold text** are considered foundational items that must be completed for a school to open. If any of the **bolded items** are not completed or if a significant number of other items are not completed by the deadlines set by the Charter Commission, the school's opening may be delayed.

The Charter Commission staff will conduct a pre-opening visit to verify that the school is ready to open its doors to students. A school may not open until it has received a letter from the Charter Commission stating that it has completed the necessary items on the Pre-Opening Checklist, and the school is ready to open for students, families, and staff.

If a charter school does not complete all of the items on the Pre-Opening Checklist by December 31st of the year it opens, the school's charter will be recommended for immediate revocation.

| Governance & Management | | | | | |
|---|---|-----------------|--------------|-----------------|------------------|
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Hire head of school/principal. | Submit name and contact information. The TPCSC must be notified of any change in school director/principal made after the due date and within 30 days of hire. | June 1 | | | |
| Hire school leadership. | Submit an updated organizational chart with the names and contact information of key individuals in school leadership or administration positions. | June 1 | | | |
| Name of contact for pre-opening checklist | Submit name, title, and contact information of individual overseeing the pre-opening checklist | Jan 15 | | | |
| Name main contact for federal programs compliance. | Submit name, title, and contact information of federal programs contact. If same contact at the reporting calendar/general compliance, please note it. | March 1 | | | |
| Finance | | | | | |
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Submit preliminary enrollment projections | Submit preliminary enrollment and special education projections by funding option to begin the district planning and funding application processes. | February 15 | | | |
| Finalize current enrollment for funding calculations. | Submit final enrollment numbers after closing the enrollment period and lottery. (<i>Update monthly until July</i>) <ul style="list-style-type: none"> • Estimated total enrollment on the first day of school • Estimated number of SWD • Estimated number of EL students • Estimated number of directly certified students | March 15 | | | |
| Complete budget for upcoming school year and receive approval from the Governing Body. | Submit budget to the TPCSC and copy of minutes with approval vote included. | June 1 | | | |

| Personnel/Staffing | | | | | |
|---|--|---|--------------|-----------------|------------------|
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Sign up eligible employees for TCRS. | Enroll eligible employees into the Tennessee Consolidated Retirement System (TCRS) and begin monthly reporting by the first payroll in which an eligible employee is paid. | March 1 | | | |
| Establish a process for background screening for all employees and collect documentation of background checks, including employees in transportation, food service, custodial, and security. | Conduct background checks in conjunction with the TPCSC for each new employee, contractor, or volunteer. Files should be available for inspection at any time. | July 1 | | | |
| | Maintain background checks in a secure location in accordance with state and federal law. Files should be available for inspection at any time. | July 1 | | | |
| Have an adequate number of teachers that matches the staffing plan established in the charter application. | On a monthly basis, submit an employee list that specifies the following: role/assignment, teacher license number (if required for role), and status of TBI background check. | March 1 April 1 May 1 June 1 July 1 August 1 | | | |
| Serving Special Populations | | | | | |
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Hire and designate leads for special education, student discipline, testing coordinator, SIS/Data Manager, Homeless Services, Foster Care, Migrant, 504, and ESL Services. | Submit list of names and contact information of school-level and/or network-level leads. If the contact changes, the school will provide updates to the TPCSC on contacts within a week of the change. | March 1 | | | |

| <p>Adopt and implement a plan to deliver required services to students with disabilities.</p> | <p>Submit written documentation that the school has hired appropriate staff or contracted with other vendors for special education teacher(s), school psychologist, speech and language therapists, and occupational and physical therapists, or other services or equipment, if required by student IEPs.</p> <p>Submit written documentation of anticipated students and their anticipated needs to TPCSC and how the school plans to meet the needs of the students.</p> | <p>August 1</p> | | | |
|--|--|--|-------|----------|-----------|
| <p>Adopt and implement a plan for identifying and assessing English proficiency for students classified as Non-English Language Background (NELB) through a Home Language Survey.</p> | <p>Create and submit a Home Language Survey (HLS) to use with all enrolled students who do not already have a HLS in their cumulative folder. Home Language Survey must be in compliance with State Board Policy 3.207.</p> | <p>March 1</p> | | | |
| | <p>Submit written documentation of anticipated EL students and their anticipated needs to TPCSC and how the school plans to meet the needs of the students in accordance with federal and state law.</p> | <p>August 1</p> | | | |
| School Operations | | | | | |
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| <p>Submit student application form</p> | <p>Submit the application form the school plans to use for review and approval</p> | <p>February 1 (or two weeks before the application form is used)</p> | | | |



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|---|--|--|--|--|--|
| Submit student enrollment form | Submit the enrollment form that the school plans to use for review and approval. The enrollment form must have: Occupational Survey (migrant identification), Home Language Survey (EL identification, for new arrivals), Residency Questionnaire (McKinney Vento identification). | March 1 (or two weeks before the application form is used) | | | |
| Complete initial requirements for federal funding compliance. | Create and submit in e-Plan a draft of the School Improvement Plan | July 1 | | | |
| | Create and submit school/parent/student compacts forms to the TPCSC and plans to host annual Title I meeting by October 1. | July 1 | | | |
| If transportation will be provided, select transportation service provider. Service must meet specifications outlined in the Charter Contract. | Submit contract and insurance information of transportation provider and provide school contact for handling transportation. | June 1 | | | |
| Establish school calendar for year, start and end times, and class schedules, and circulate this information to staff, parents, and students. | Submit calendar, start and end times, class schedules, and documentation of parental notification. | April 15 | | | |
| Establish processes for food service. | Determine lead for food services and submit name and contact information. | July 1 | | | |
| | Contact the State Department of Education to set up a National School Lunch and Breakfast Program. | January 31 | | | |

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| | Complete registration and submit required forms to the State Department of Education to finalize operation of a National School Lunch and Breakfast Program. | July 31 | | | |
| | If contracting with a third-party vendor, submit written documentation of contract. | July 1 | | | |
| | Submit plan to process free and reduced lunch applications and required reporting to State of Tennessee. | July 1 | | | |
| Hire or contract with a nursing services provider and create a plan and procedures for the administration of prescription and non-prescription medications to students and for provision of required health services. | Submit documentation of the school's relationship with a registered nurse and/or physician. | July 15 | | | |
| | Submit written documentation of anticipated students and their anticipated health needs to TPCSC and how the school plans to meet the needs of the students in accordance with required services. | August 1 | | | |
| Establish process for collecting immunization records or proper exemption forms. | Submit documentation of record process and written assurance that students who do not have such records will be barred from school (except where allowances are permitted), in accordance with T.C.A. § 49-6-5001. | July 15 | | | |
| Submit lottery procedures and student record request plans | In accordance with T.C.A. § 49-13-113 (b)(8), submit to the TDOE a certification by an independent accounting firm or by a law firm of the lottery process used for enrollment purposes OR request that the TDOE review and approve the lottery process prior to the lottery taking place. Submit written documentation to the TPCSC | March 1 | | | |
| | Submit written assurances from school that records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of | July 30 | | | |

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| | <p>inspection. NOTE: TPCSC recommends schools begin requesting records as early as May to have the files in time for the beginning of the school year.</p> <p>Submit copy of FERPA procedures for storage/handling of student files in school. Locked storage of student files will be inspected during pre-opening visit.</p> | | | | |
| Develop student/family handbook. | Submit copy of Student and Family Handbook containing the required policies/procedures. The handbook must have all required notices including student discipline, complaints/grievances, FERPA, etc. | June 1 | | | |
| Acquire required insurance. | Submit certificate of insurance that meets the minimum levels as required by TCA § 49-13-107 and the Charter Agreement. | July 1 | | | |
| Develop written safety plans for life safety procedures such as fire drills and emergency evacuation, including school safety plans in accordance with Project SAVE. These plans are in the student and employee handbooks, and the school hires appropriate security personnel. | Submit copy of SAVE plan and Emergency Operations Plan in Navigate Prepared. | August 1 | | | |
| Meet with local law enforcement to establish partnership and complete safety walkthrough. | Submit written assurance of walkthrough, including any safety recommendations; made by law enforcement. | August 1 | | | |

| Student Data | | | | | |
|--|--|-----------------|--------------|-----------------|------------------|
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Ensure school has appropriate management and oversight of student information in place. | Identify student information system (SIS) manager within the school and notify the TPCSC staff of name and contact information. | April 1 | | | |
| Ensure school has appropriate management and oversight of student information in place. Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school. | Secure access to the TPCSC's SIS. | June 1 | | | |
| | Work with TPCSC to submit State School Approval Form. | March 1 | | | |
| Ensure Student Information System (SIS) and Education Information System (EIS) has all of the required information from the school. | Submit a request for all personnel who will need EIS, EASYIEP, and WIDA AMS usernames. | June 15 | | | |
| | Enroll all students and complete staff profiles in student information system. | July 31 | | | |
| | Complete all student profiles in student information system, working with TPCSC to resolve all errors and ensuring all students appear in EIS. | August 31 | | | |

| Facilities | | | | | |
|---|---|-----------------|--------------|-----------------|------------------|
| Item | Deliverable | Due Date | Owner | Comments | Completed |
| Secure a facility for the school and complete necessary renovations. | Submit final lease or purchase agreement and minutes with Governing Body approval. | April 1 | | | |
| Secure a facility for the school and complete necessary renovations. Obtain an asbestos-free certification under 40 CFR 763.99 | Submit renovation calendar and written assurances that facility will be ready for instruction at the beginning of the school year. | May 1 | | | |
| | If constructing a new school building, obtain a statement from an architect, project engineer responsible for the construction of the new building, or an accredited inspector that no asbestos-containing building material (ACBM) was specified as a building material in any construction document for the building, or, to the best of his or her knowledge, no ABCM was used as a building material in the building. If not constructing a new school building, submit assurance of proper inspection for ACBM by an accredited inspector, as required by Federal laws and regulations governing asbestos in schools. | July 15 | | | |
| Distribute necessary instructional materials and supplies to classrooms at every grade level. | Submit documentation that age-appropriate classroom furniture has been procured. | July 1 | | | |
| Obtain a Certificate of Occupancy and any other required permits from local building department before Pre-Opening Visit. | Submit Certificate of Occupancy and any other required permits. | July 15 | | | |



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|---|---|---------|--|--|--|
| Complete Fire Marshall inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space. | Submit documentation of Fire Marshall inspection. | July 15 | | | |
| Execute contract with a custodial service vendor. | Submit contract with custodial vendor. | June 1 | | | |



**FINAL PRE-OPENING VISIT
WALKTHROUGH CHECKLIST**

The following items will be inspected as part of the final pre-opening visit:

| Topic | Item | Completion Status | Notes |
|---|---|-------------------|-------|
| Facilities Readiness and Signage | Utilities are turned on and working properly in all areas of the building. | | |
| | Submit Asbestos Certification, Certificate of Occupancy and any other required permits from local building department | | |
| | Space is safe and secure; entrance and egress from the school's space is adequately controlled. | | |
| | All exterior doors close and lock properly. | | |
| | School safety zone signage. (optional) | | |
| | Complete Fire Marshall inspections on any major renovation work done to facility to ensure approval for occupancy as an educational space. | | |
| | Inspection of appropriately secured medical storage. | | |
| | Ensure that classroom space, restrooms, and special purpose space meet the requirements of the program and the number of students enrolled. | | |

| Topic | Item | Completion Status | Notes |
|-------------------------------------|---|-------------------|-------|
| | Distribute necessary instructional materials and supplies to classrooms at every grade level. | | |
| | Public displays of signage (noted in required postings section of Charter Handbook and included below). | | |
| Emergency Operations | Ensure that fire extinguishers have been recently inspected. | | |
| | Ensure that there is adequate signage for the school and that the school building is appropriately numbered for emergency response purposes. | | |
| | Make certain each room has emergency exit plans and maps that will not be covered by any materials. | | |
| Records Storage | Medical records are separate from academic records, in locked storage, and locked storage is present at time of Pre-Opening Visit. | | |
| | Student records have been requested and/or received, are or will be in locked storage, and locked storage is present at the time of inspection. | | |
| Food Service and Preparation | The school has the necessary equipment to either prepare food on site or accept food service delivery and properly store food and beverage until it is consumed. Inspection will be completed at Pre-Opening Visit. | | |

| Topic | Item | Completion Status | Notes |
|-----------------------|---|-------------------|-------|
| Transportation | Inspection of school transportation plans and spaces for busses, traffic flow-thru, and student drop off/pick up. | | |

Required Postings

(From TPCSC Charter School Handbook)

| Required Posting/Notice | Completion Status | Notes |
|---|-------------------|-------|
| Notice prohibiting weapons on school property | | |
| Notice that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student | | |
| Notice visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons | | |
| DCS/child abuse reporting notice | | |
| Homeless information posters | | |
| Child Find information posters | | |
| National Motto | | |